

# Sunnyvale Theatre Rental Application Packet

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To submit a rental application, get additional information on the venue  
or to check availability, please contact:

Tegan McLane  
Performing Arts Coordinator  
City of Sunnyvale – Community Center Campus  
550 E. Remington Drive  
P.O. Box 3707  
Sunnyvale, CA 94088-3707

408.730.7725  
[tmclane@ci.sunnyvale.ca.us](mailto:tmclane@ci.sunnyvale.ca.us)



## **Venue Description**

Sunnyvale Theatre is **an intimate 200-seat theater**, conveniently located on the Sunnyvale Community Center campus at 550 East Remington Drive, between El Camino Real and Saratoga-Sunnyvale Road.

Sunnyvale Theatre's stage performance area is 32' wide by 24' deep, with a 10' deep cross-over area upstage. Wing space is very limited. The stage surface is Masonite, with a plywood sub-floor over a cement pad. A stage-level dock provides easy access for load-in and strike. Sunnyvale Theatre is equipped with state-of the-art lighting and sound systems, and knowledgeable and friendly staff to assist in planning and producing your event.

The auditorium features raked, continental seating (no center aisle), with fixed, padded theater seats. Side aisles are gradual stairs, and seating rows are wide to allow generous legroom.

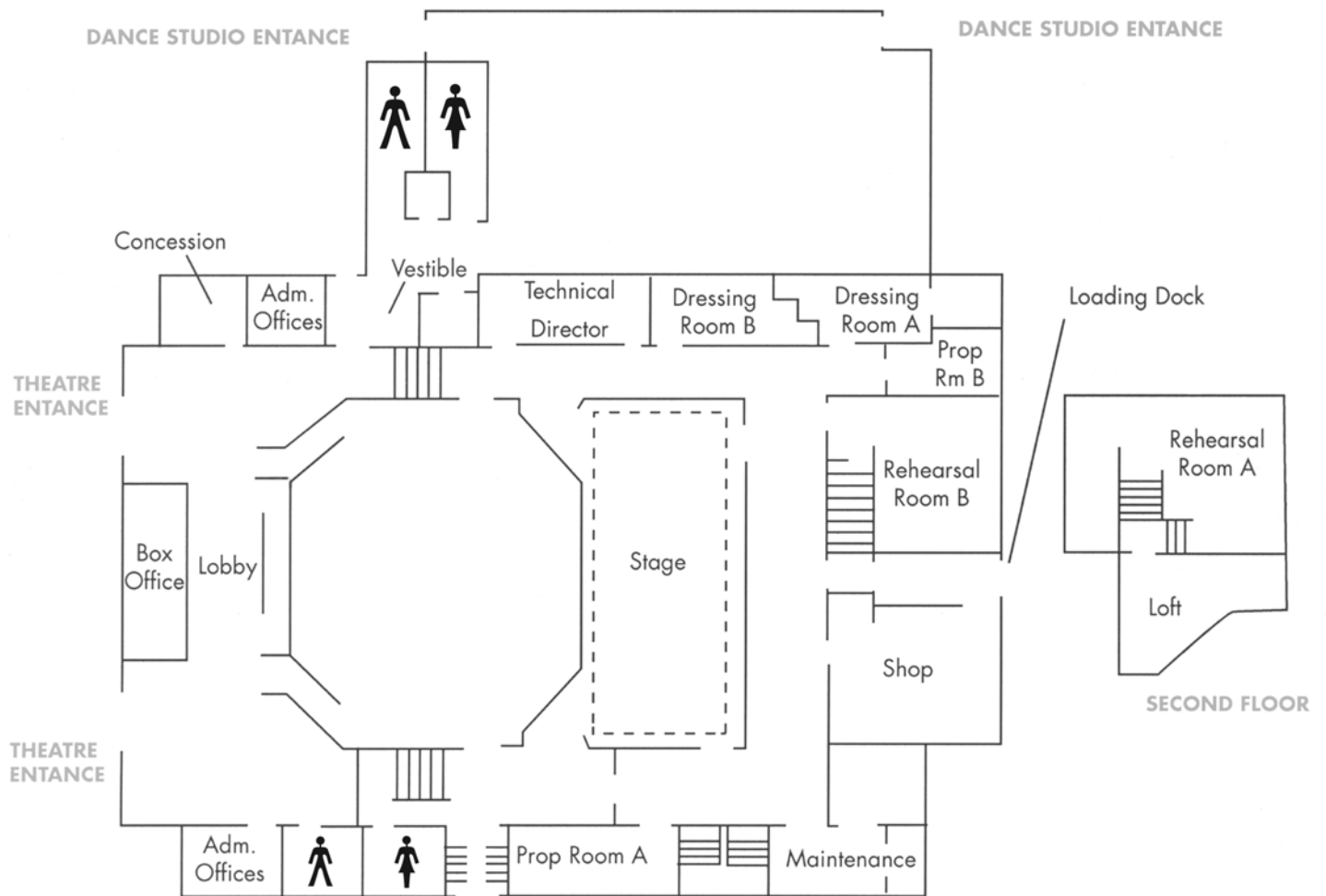
Very limited wheelchair seating is available in the back row, with room for one wheel chair at each end of the back row. With advance notice, staff can removed the end pairs of fixed seats to provide space for one additional wheelchair sitting sideways on each end of the back row. Because most patrons find it uncomfortable to watch a show while seated sideways, this is seldom done. Wheelchair access to the stage is available via the loading dock or a wheel chair lift located in the vestibule at house left. Sunnyvale Theatre has four assisted listening devices. To use any of these assistive devices, contact Sunnyvale Theatre technical staff person on duty.

The lobby is of comfortable size with men's and women's restrooms on each side. There is ample room for souvenir sales tables. The lobby also has a concession stand suitable for light food and drink concessions, but renters wish to offer food and drink must make advance arrangements, provide an additional security deposit and additional staff. The Community Center has a variety of rooms in adjacent buildings that can be rented for larger pre- or post-show receptions.

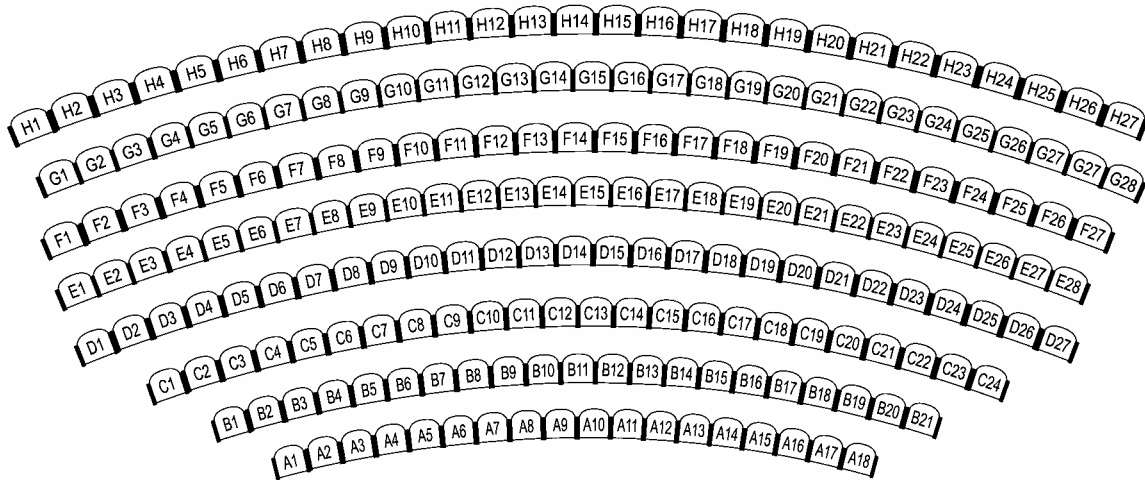
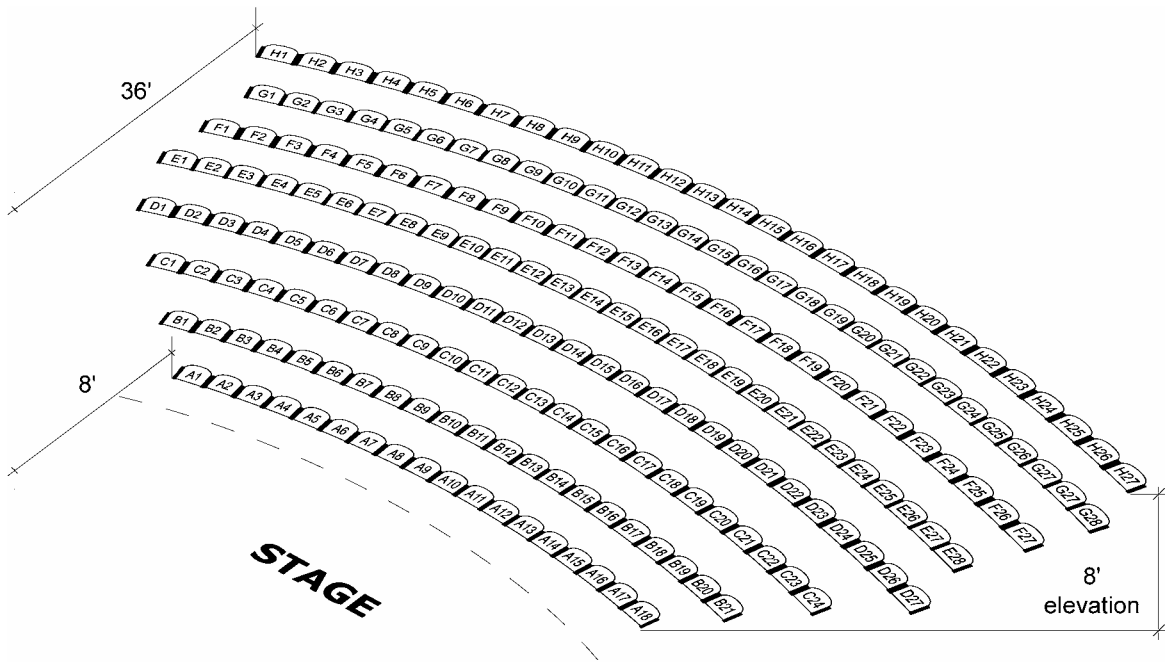
Other amenities include a box office, two medium-sized dressing rooms, equipped with lighted make-up tables and shower and toilet facilities; a mirrored rehearsal room, which can be used as a dressing room for large companies; and a green room with refrigerator, microwave and coffee pot for performers.



## Floor Plan



## Seating Charts



STAGE

(Drawing not to scale)



## **Rental Application Procedures**

All Sunnyvale Theatre rentals are arranged through the Performing Arts Coordinator listed on the front of this packet. Please contact the Performing Arts Coordinator to confirm availability before submitting this application. Once you have confirmed that availability for the date(s) and time(s) you requested, please submit this completed application, with appropriate security deposit, directly to the Performing Arts Coordinator.

Your reservation is not guaranteed until you are notified in writing that your application and deposit have been accepted.

Sunnyvale Theatre has a very busy calendar, accommodating as many as three events per day in its facility, so renters are encouraged to submit their applications as early as allowed.

The season calendar runs September-August. Arts organizations that have an active partnership agreement with the City may request dates in the Sunnyvale Theatre one year in advance (in September for events the following season). Applications from other renters will be accepted beginning nine months in advance (in January for events the following season).



## Rental Rates

All rates are per hour cost unless otherwise noted. Discounted rates, where offered, apply to Sunnyvale residents and Sunnyvale non-profit organizations.

Basic Facility Rental	Peak Hours Friday, 6:00 p.m. through Sunday, midnight		Off-Peak Hours Monday through Friday, 6:00 p.m.	
	Basic Rate	Discounted Rate	Basic Rate	Discounted Rate
<b>Theater</b>  This includes services of up to two theater technicians and access to use stage, auditorium, lobby, rehearsal room, dressing rooms and green room only. Box Office is not available to rent.	<ul style="list-style-type: none"> <li>▪ \$675 for 3-hour minimum</li> <li>▪ \$225 each additional hour</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$630 for 3-hour minimum</li> <li>▪ \$210 each additional hour</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$525 for 3-hour minimum</li> <li>▪ \$175 each additional hour</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$480 for 3-hour minimum</li> <li>▪ \$160 each additional hour</li> </ul>

## Additional Charges:

### Security Deposit

- Single day use..... \$350/day
- Multiple day use ..... \$500 flat rate

### Staffing\*

- Additional technical staff ..... \$40/hour per person

\*If Sunnyvale Theatre's Technical Director determines that the show does not require additional staff, this fee does not apply. In general, additional staff is required for all dance and theater performances and for bands larger than three people.

## Optional Costs:

### Piano (includes tuning)

- Yamaha Grand..... \$100/event
- Upright..... \$85/event

### Audio/Visual

- LCD Projector..... \$100/event

### Food/Drink Options

- Concessions Stand Security Deposit (includes house manager) ..... \$100/show
- Reception in Creative Arts Center Meeting Room (includes house manager) ..... \$100/show



## **Theater Use Guidelines**

Use of the Sunnyvale Theatre is contingent upon the renter's understanding, acceptance and adherence to the following policies. Please review and initial these policies. If your application is accepted, a copy of these policies will be returned to you with confirmation of your rental. If you have questions, concerns or need further clarification, please contact the Performing Arts Coordinator listed on the front of this packet.

### **Before the event**

- Any changes after you have submitted your application (including, but not limited to, change of start and end time, number of performers, number of house staff) must be approved the Performing Arts Coordinator in writing.
- Four weeks before the event, you must review all technical aspects of the show with Sunnyvale Theatre's Technical Director. Any changes since the application was made (including, but not limited to, equipment and scenery you are bringing, number of stage crew, stage set-up) must be approved by the Technical Coordinator in writing.
- Any scenery, including hanging scenery and rigging, must be approved by the Technical Coordinator four weeks in advance.
- Any lighting beyond the scope of Sunnyvale Theatre's general plot must be approved by the Technical Coordinator two weeks in advance.
- Any sound beyond a standard two microphone set-up must be approved by the Technical Coordinator two weeks in advance.
- All rentals must be paid in full in advance. A deposit is due at the time of application, and a reservation will not be confirmed until the deposit has been paid. The balance of the rental fee for one day rentals is due 30 days before the event. The balance on multiple day rentals is due 90 days before the first event day.
- The minimum rental time for the theatre, except weddings, is 2 hours. Minimum rental time for weddings is 4 hours.

### **Day of the Event**

- The person whose name is on the application as renter must be the first person in the door on the day of the event, and must remain on site throughout the entire event.
- Any starter pistols or prop guns must be approved by the Technical Coordinator before they are brought into the building.
- The City of Sunnyvale is not responsible for accidents, injury, illness or loss of group or individual property. Please remind all participants to take safety precautions.
- Make sure all of your participants are familiar with exits. In an emergency, please listen for instructions from Sunnyvale Theatre staff. If instructed to evacuate the building, please calmly walk (do not run) to the nearest exit. In the event of an earthquake, remain seated or take cover under seats.
- If there is an accident, injury, illness, theft or other incident, immediately notify onsite Sunnyvale Theatre staff.
- Groups with minors (under age 18) must provide adult backstage supervisors at a ratio of 1 for every 20 minors. Backstage supervisors are in addition to your regular production staff. Adults who have other "jobs" associated with the performance (director, crew, ushers, etc.) may not serve as backstage supervisors.
- Sunnyvale Theatre includes one Technical Staff member at no charge to assist with set-up and provide standard theater technical support for every event.
- For larger events, including all dance and theater performances and bands larger than three people, additional Technical Staff will be provided at a charge to the renter. Sunnyvale Theatre's Technical Coordinator will determine additional staff needs.
- Sunnyvale Theatre Technical Staff on duty for the event will enforce all theater operation policies and safety rules.



## Day of the Event, continued.

- Basic set-up requires at least 30 minutes. Basic set-up consists of Sunnyvale Theatre's general light plot, up to 3 microphones set and tested, up two headsets plugged in and playback (CD, disc or DAT) will be adjusted to performance levels.
- Any technical adjustments (including light and sound cues) must be factored into your rental time and discussed in advance with the Technical Coordinator to determine if extra set-up time is needed.
- Dance groups may bring and lay marly, but they must provide their own crews and include an extra one hour rental for set-up time and an extra 30 minutes rental for strike.
- Food, drink and chewing gum are not permitted in the auditorium at any time. Food and drink are permitted onstage only as part of the production and only with advance written permission. Food and drink are permitted in the lobby only with advance written permission and appropriate deposit. Food and drink are permitted in dressing rooms and green room, but it is the renter's responsibility to clean up.
- Alcohol is not permitted anywhere in the building, except the lobby, and then only with advance written permission and appropriate deposit.
- Animals, with the exception of working service dogs assisting persons with disabilities, are not permitted in the building.
- Smoking is not permitted anywhere in the building.
- Fire (including it cigarettes, candles, incense and matches) is not permitted onstage.
- Do not offer gratuities to Sunnyvale Theatre staff, as they have been instructed not to accept any tips.

## During the Event

- Renter is responsible for providing adequate house staff. At minimum, you must provide 1 house manager, 1 box office staff person and 2 ushers. If serving food and drink, renter must provide 2 additional ushers and 1 concession counter worker. The City of Sunnyvale does not provide house staff, unless arranged in advance at the renter's expense.
- Renter's house manager is responsible for "training" renter's house staff on Sunnyvale Theatre policies. One very important duty of your house staff is insuring that food, drink and chewing gum are not brought into the auditorium. Evidence of food, drink or gum in the auditorium may result in forfeiture of your entire security deposit.
- Renter's house staff must be "on duty" and throughout the event, not there as audience members. Two ushers (one on each side aisle) should remain standing at the back of the house throughout the performance, ready to assist in an emergency. The house manager should remain in the lobby throughout the performance, ready to assist in an emergency.
- After receiving an "all clear" from Sunnyvale Theatre's Technical Staff on duty, open the lobby and house. The house is normally opened 30 minutes before show time, but at least 20 minutes before show time. The lobby is normally opened 35 minutes before show time, but up to an hour early if weather is inclement and audience members are waiting.
- Renter is required by state Health & Safety code to make an announcement immediately prior to the performance informing audience of the location of emergency exits. Failure to do so is a misdemeanor and could result in fine up to \$500 and up to six months imprisonment. Announcement can be incorporated into any pre-show curtain speech or a recording can be played. City has a standard recording in English that you may use. However, if your audience is primarily non-English speaking, please have someone who speaks English, plus the primary language of the audience, available to make this simple announcement.
- Sunnyvale Theatre's auditorium seats 200 people. Every person, including infants and toddlers, must have his or her own seat, even if the child is held on a lap.





### During the Event, continued

- Sunnyvale Theatre cannot accommodate “standing room” audience. The only people permitted to stand at the top of the aisle during the performance are the two on-duty ushers and Sunnyvale Theatre staff.
- In the event of a black-out, wait 10 seconds for emergency lights to come on. Then listen for instructions from Sunnyvale Theatre staff.
- Videotaping is only permitted from the sound booth or the back row of the house. If you opt to tape from the back of the house, please allow six seats empty for your videographer. You will need to block the seats on either side of the videographer and the three seats in front of those, to give an ample buffer so the videographer’s movements do not disturb other patrons. One videographer is permitted for each production. Renter assumes all responsibility for legality of taping, including securing appropriate releases from performers and from copyright holder, in the case of copyrighted music, scripts or choreography.

### After the Event

- Sweep stage, rehearsal room and dressing room floors. Wipe dressing room counters clean. Dispose of all trash in garbage cans. Remove all personal and group belongings that you brought to the theater.
- Refund of the theater security deposit is contingent upon the renter vacating the premises at the agreed upon time and leaving the facility free of damage or debris. Events that run over the permitted time will be charged appropriate rental fees and staffing charges in minimums of 30-minute increments. This will be deducted from the security deposit.
- Refund of the concession stand security deposit, if applicable, is contingent on the concession stand and lobby being left in good order, with all trash disposed of in garbage cans, all counter and table surfaces wiped clean, all food and drink removed from the premises, coffee pots turned off and cleaned.
- Evidence of food or drink being taken in the auditorium may result in automatic forfeit of the theater security deposit and, if applicable, the concessions stand security deposit.
- In the event that all or part of the security deposit is being retained, renter will be mailed written notice of the fees assessed within one week of the event.
- Assuming the theater is left in good condition, security deposits paid by check will be refunded by mail to the renter in the form of a City of Sunnyvale check, approximately four to six weeks after the event. Security deposits paid by credit card will be refunded the next working day on the credit card.

## AGREEMENT TO ABIDE BY THEATER USE GUIDELINES

I have read, understand and agree to abide by the policies listed above, on pages 6-8, in the Sunnyvale Theatre Rental Application.

Renter’s signature \_\_\_\_\_ Date \_\_\_\_\_

Renter’s name (printed) \_\_\_\_\_



## **Sunnyvale Theatre Rental Application**

Please type or print neatly. Applications must be accompanied by the appropriate deposit and signed Theater Use Guidelines from this application packet. Reservation is not guaranteed until you receive written confirmation from the Performing Arts Coordinator.

Application date \_\_\_\_\_

To be completed by City Employee

Permit # \_\_\_\_\_

Issued by \_\_\_\_\_

Preferred Rental Date(s):

Please circle weekday and write dates.

M	Tu	W	Th	F	Sa	Su	_____
M	Tu	W	Th	F	Sa	Su	_____
M	Tu	W	Th	F	Sa	Su	_____

### **Renter's Contact Information**

Renter's name (must be a person\*) \_\_\_\_\_

**\*Please note:** The person named here on the Rental Application is responsible for the permitted event and must be the first person to arrive on the day of the event and must stay onsite the entire time.

Organization name (if applicable) \_\_\_\_\_

Purpose of the organization \_\_\_\_\_

Is the organization a non-profit?

☐ Yes\*

☐ No

\*Please attach 501(c)3 documentation.

If yes, is the organization located in Sunnyvale?

☐ Yes\*

☐ No

Is the Renter a Sunnyvale resident

☐ Yes\*

☐ No

- If you are a Sunnyvale resident or non-profit, you are qualified for a discounted rate, but you must use your Sunnyvale address on all correspondence associated with this rental in order to claim your discount.

Street address \_\_\_\_\_ Apt or Suite # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

Fax \_\_\_\_\_ Email address \_\_\_\_\_



## **Event Information**

Show title \_\_\_\_\_

Rental start time\* \_\_\_\_\_ Rental end time\* \_\_\_\_\_

\* **Please note:** Rental start time **must be at least one hour before show start time**, allowing for 30 minutes minimum set-up time and 30 minutes house open before show start time. Rental end time **must be at least 30 minutes after show end time**, allowing 15 minutes for audience and performers to vacate the premises and 15 minutes to clean the lobby and dressing room areas.

House open time \_\_\_\_\_ Show start time \_\_\_\_\_

Show length \_\_\_\_\_ Show end time \_\_\_\_\_

Will you have intermission? ☐ Yes (How many minutes? \_\_\_\_\_ ) ☐ No

Is the event open to the general public? ☐ Yes\* ☐ No

\* If yes, renter must provide City of Sunnyvale Performing Arts Coordinator with list of places/publications where the show is advertised, and sample of any published flyers or press releases. This is so that we can answer the public's basic questions about your event, including where and how to obtain tickets.

Will you charge admission? ☐ Yes ☐ No

If yes, list prices, including any Sunnyvale resident or student/senior discounts: \_\_\_\_\_

Will food or drink be served? ☐ Yes\* ☐ No

\* **Please note:** If food and drink will be served, an additional \$100 deposit is required. Food or drink may not be sold.

Will alcohol be served? ☐ Yes\* ☐ No

Type: \_\_\_\_\_

\* **Please note:** Wine and champagne are allowed only with appropriate permitting and deposit. Beer requires permitting, deposit and City-approved caterer. Hard liquor is not allowed in the theatre at any time. If you are serving alcohol, you will be required to show proof of general liability insurance (\$1 million, with City of Sunnyvale additionally insured).

Type of event:

- ☐ Solo or duet music concert ☐ Dance concert ☐ Theater performance  
☐ Music concert by 3+ performers ☐ Film or slide show ☐ Lecture or reading  
☐ Other (Please indicate: \_\_\_\_\_)

Number of performers: \_\_\_\_\_



Brief description of the event:

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Will you sell souvenirs (including CDs) or advertise any goods/services? ☐ Yes ☐ No

If so, please describe: \_\_\_\_\_

### **Technical Details**

All technical details must be disclosed on this application and/or approved by Sunnyvale Theatre's Technical Coordinator in writing prior to the event.

Will you use a Sunnyvale Theatre piano? ☐ Yamaha Grand ☐ Upright ☐ No piano

Will you use a Sunnyvale Theatre LCD projector? ☐ Yes ☐ No

What Sunnyvale Theatre sound and lighting equipment will you need?

\* Please refer to Technical Specifications Packet for complete list of items available.

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What sound and lighting equipment and scenery pieces will you bring?

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Do you have any special sound or lighting requests not indicated above?

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Will your show include any of the following special effects or items requiring special caution?

(Please check all that apply to your show.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Water or soap bubbles          | <input type="checkbox"/> Food or drink onstage   | <input type="checkbox"/> Starter's pistol or prop gun |
| <input type="checkbox"/> Glitter, confetti or snow      | <input type="checkbox"/> Dry ice or chemical fog | <input type="checkbox"/> Special rigging              |
| <input type="checkbox"/> Strobe lights                  | <input type="checkbox"/> Glass or mirrors        | <input type="checkbox"/> Frightening effects          |
| <input type="checkbox"/> Other (please indicate: _____) |  |   |



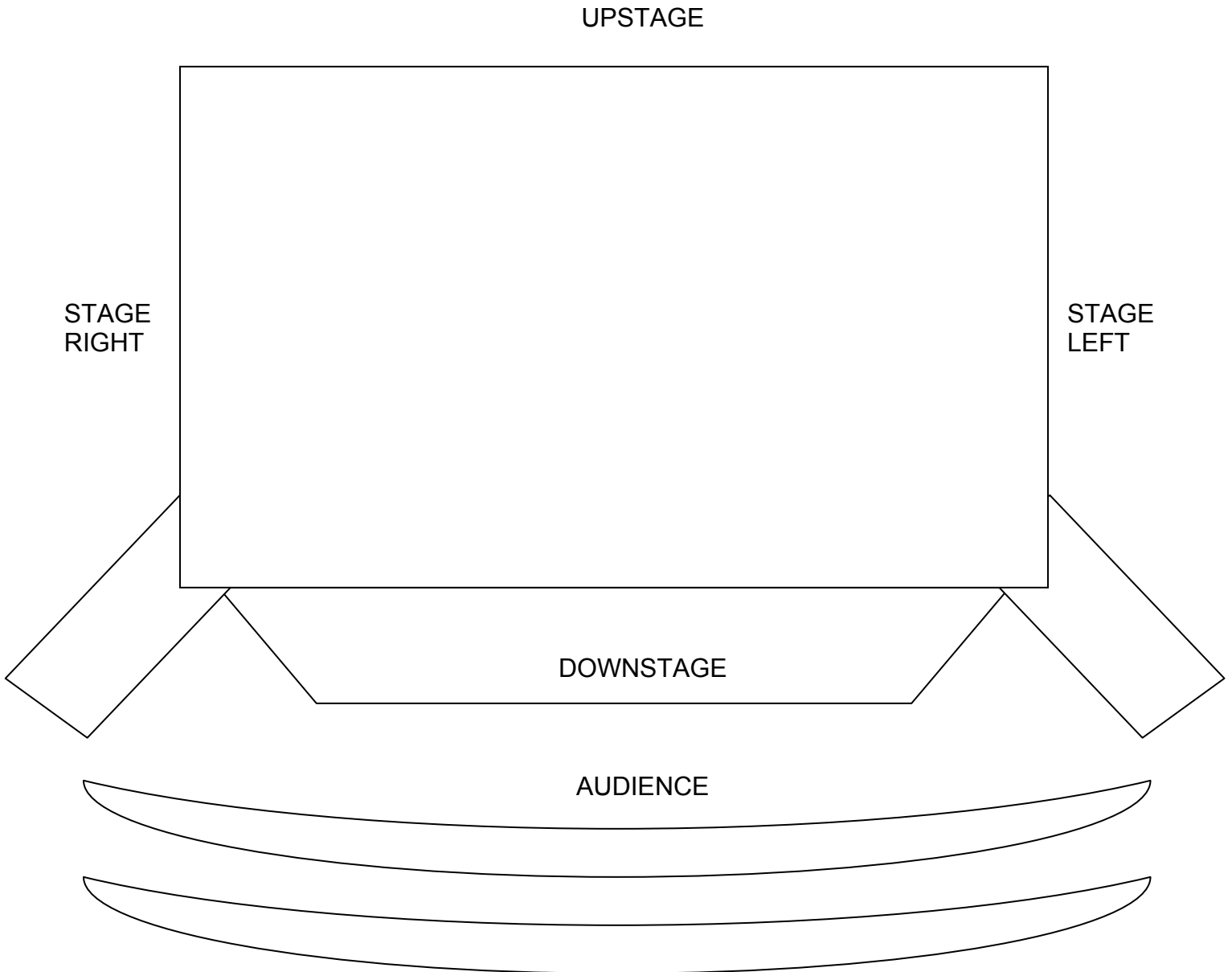
Name of director or person responsible for performance content: \_\_\_\_\_

Name of stage manager or person in charge of show: \_\_\_\_\_

Name of house manager or person in charge of lobby/box office: \_\_\_\_\_

**Please note:** If you do not have all names at the time of application, please provide those you have. You will have an opportunity to add to the list or update it when your event is confirmed by phone the week prior and upon arrival.

Please diagram how you would like the stage set, if something other than an empty stage. Include microphone locations, piano if applicable, etc.



## SUNNYVALE THEATRE LIABILITY STATEMENT

In submitting and signing this application, I certify I have read, understand and will abide by the facility rules and regulations set forth. I certify that the use detailed on the enclosed permit is in compliance with the City's rules and regulations and certificates of insurance requirements and is subject to approval by the Director of Parks and Recreation or the assigned representative. Applicant/Permit Holder hereby agrees to hold the City of Sunnyvale, City Council, Boards and Commissions, and individual members thereof, all officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during and related in any way by the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense arise out of negligent acts or omissions of Applicant/Permit Holder. I, the undersigned, or the company I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to City property shall be compensated within seven days. I agree that this reservation is granted with the understanding that the City may cancel when the facility is needed for City programs.

Full payment must be given 30 days prior to the reservation date for one-day rentals and 90 days prior to two or more day rentals. Failure to submit payments by the designated date will result in loss of the contract, and the room/area will be released. It is my responsibility to notify the City of any cancellations or revisions on my part within 30 days prior to the one-day reservation date or 90 days prior to the two or more day reservation date. Failure to do so will result in my fees being withheld.

Renter's signature \_\_\_\_\_ Date \_\_\_\_\_

Renter's name (printed) \_\_\_\_\_

## PATRONS WITH DISABILITIES AND NON-DISCRIMINATION STATEMENT

I understand that, pursuant to the Americans with Disabilities Act, the City of Sunnyvale will make reasonable efforts to accommodate persons with disabilities. I understand that Sunnyvale Theatre has limited wheel chair capacity (max 4, recommended 2) and a limited number (4) of Assisted Listening Devices. If I become aware that someone in my group or audience requires special accommodations, I will notify the Technical Coordinator at least 5 days in advance of the event.

I understand that if my event is open to the general public, I may not prohibit any audience member because of race, religion, creed, color, gender, sexual orientation, age (persons 40 years of age or older), disability, national origin or any other basis to the extent prohibited by federal, state or local laws.

Renter's signature \_\_\_\_\_ Date \_\_\_\_\_

Renter's name (printed) \_\_\_\_\_

